



Los Angeles County AUDIT COMMITTEE

Gerardo Pinedo, Chair
2nd District
Carl Gallucci, Vice-Chair
4th District
Louisa Ollague
1st District
Genie Chough
3rd District
Lori Glasgow
5th District

MINUTES
NOVEMBER 20, 2008

Chair Gerardo Pinedo called the meeting to order at 10:36 a.m. in Conference Room 525, Kenneth Hahn Hall of Administration.

Committee Members Present

Gerardo Pinedo, Chair, Second District
Carl Gallucci, Vice Chair, Fourth District
Louisa Ollague, First District
Lisa Mandel for Genie Chough, Third District
Lori Glasgow, Fifth District

Others in Attendance

Wendy Watanabe, Auditor-Controller
Jim Schneiderman, Auditor-Controller
Don Chadwick, Auditor-Controller
Maria Oms, Auditor-Controller
Joel Sappell, Third District
Tom Tindall, Internal Services Department
Vincent Amerson, Chief Executive Office
Glenn Shaw, Auditor-Controller
Kris Kademian, Auditor-Controller
Marion Romeis, Auditor-Controller
Kathy Hanks, Department of Health Services
Joyce Aiello, County Counsel
Lee Millen, Board of Supervisors
Andrew Sevrin, Board of Supervisors
Gabriel Alexander, Board of Supervisors

APPROVAL OF OCTOBER 16, 2008 MINUTES

On motion of Lori Glasgow, seconded by Lisa Mandel and unanimously carried, the minutes of October 16, 2008, were approved as submitted.

OLD BUSINESS

Board Policy No. 3.090 – County Aircraft Policy (09/17/07): On motion of Louisa Ollague, seconded by Lisa Mandel and unanimously carried, the Committee received and filed this report.

Board Policy Sunset Review – Policy No. 5.055 (07/17/08): On motion of Louisa Ollague, seconded by Lisa Mandel and unanimously carried, the Committee received and filed this report.

Department of Children and Family Services – Review of Employee Vehicle Damage Reimbursements (08/20/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

West San Gabriel Valley Consortium dba Career Partners – El Monte Contract Review- A Community and Senior Services Workforce investment Act Provider – Fiscal Year 2007-2008 (09/04/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Investigation of the Personnel Review of Martin Luther King, Jr. – Harbor Hospital Employees – Case #2008-2726 (09/08/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Children and Family Services Reports

Louisa Ollague stated that all DCFS items can be received and filed on the condition that she meet with their Deputy Directors at a separate meeting with CEO and Auditor-Controller staff present.

Fiscal Review of the Sherman Group, Incorporated – A Group Home Foster Care Contractor (03/25/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Fiscal Review of Bourne, Incorporated – A Group Home Foster Care Contractor (05/22/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Alannah Foster Family Agency And Homes – Rainbow Ridge And Val Vista Group Homes (09/10/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – A-W Friendship Homes, Inc. – Zenith Youth Homes 1, 2 and 3 (09/10/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Rosemary Childrens' Services Contract Review – A Department of Children Services Foster Family Services Foster Family Agency Service Provider (09/11/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – United Care, Incorporated – House One, House Two and House Three Group Homes (09/11/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Childs' Homes For Children, Incorporated – Childs' Home For Children Group Home (09/11/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Perfect Image Youth Center Group Home (09/11/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Fiscal Review of Hudson Lyndsey Foster Family Agency (aka Psych Med, Incorporated) – A Foster Care Contractor (09/18/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Dimondale Adolescent Care Facility – Site One – Carson, Site Two – Lancaster, Site Three – Hawthorne, Site Four – Long Beach Group Homes (09/19/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Kids First Foundation – Mid Valley Youth Center Group Home (09/25/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Foster Family Network Contract Review – A Department of Children and Family Services Foster Family Agency Service Provider (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Alliance Human Services Foster Family Agency Contract Review - A Department of Children and Family Services Provider (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Families for Children Foster Homes, Inc. Foster Family Agency Contract Review - A Department of Children and Family Services Provider (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Institute for Black Parenting Foster Homes, Inc. Foster Family Agency Contract Review - A Department of Children and Family Services Foster Family Agency Service Provider (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Olive Crest Foster Family Agency Contract Review – A Department of Children and Family Services Foster Family Agency Service Provider (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Phoenix House, Incorporated – Phoenix Academy Lakeview Terrace Group Home (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Pennacle Foundation Incorporated – Carson Street Boys, Corning Avenue Girls and Little Wings Girls Group Homes (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Five Acres, Incorporated – Main Campus, East Mountain, Monte Vista and Solita Group Homes (09/30/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Southern California Foster Family and Adoption Agency Contract Review - A Department of Children and Family Services Foster Family Agency Service Provider (10/01/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Aspiranet Contract Review - A Department of Children and Family Services Foster Family Agency Service Provider (10/01/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Aviva Family and Children's Services Contract Review - A Department of Children and Family Services Foster Family Agency Service Provider (10/01/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Starshine Treatment Centers, Incorporated – Buckeye, Garden, Lynwood and 40th Street group Homes (10/02/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Summerplace Incorporated – Summerplace Group Home (10/02/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – T&T Home For Boys Group Home (10/02/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Rolling Hills Group Home (10/02/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – O'Conner and Atkins Group Home (10/03/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – New Outlook Boys Home (10/03/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Gay & Lesbian Adolescent Social Services, Incorporated – Charles Pierce Youth Home, Herbert Benton Youth Home, Long Beach Youth Transitional Housing Group Home, Norris Rocaberte Family Home, Stephen Gabin Group Home, Summers Licata Youth Home and Wilton Group Home (10/03/08): **On motion of Louisa Ollague, seconded by Lisa Mandel, and unanimously carried, the Committee received and filed this report.**

REPORTS TO BE RECEIVED AND FILED

Review of Board Policy No. 3.120 – Departmental Conflict of Interest (09/05/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Review of Board Policy No. 9.060 – Outside Employment Reporting Requirements (09/05/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Review of Board Policy No. 9.110 – INS Basic Employment Pilot (09/09/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.**

Review of Board Policy No. 5.150 – Oversight of Information Technology Contractors (10/07/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.**

Review of Board Policy No. 6.020 – Chief Information Office Board Letter Approval (10/07/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

West San Gabriel Valley Consortium dba Career Partners - Rosemad Contract Review – A Community and Senior Services Workforce Investment Act Program Provider – Fiscal Year 2007-08 (10/07/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Housing Authority of the City of Los Angeles Contract Review – A Community and Senior Services Workforce Investment Act Program Provider – Fiscal Year 2007-08 (10/09/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Los Angeles Centers for Alcohol and Drug Abuse Contract Review – A department of Health HIV/AIDS Care and Prevention Services Provider (10/10/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Proposition A Contract – A Department of Public Works Maintenance Program for Nonadvertising Bus Stop Amenities (10/21/08 Board Agenda – Item 31) (10/16/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Review of Maximus' Allegations Regarding The Evaluation of its Proposal to Provide Gain Case Management Services (10/21/08): Tom Tindall, Director, Internal Services Department, reported on the process of proposal evaluations. ISD meets regularly with contracting officers and they also conduct training classes. This is not done independently; they work with the CEO and County Counsel. Scoring can be done via two methods, per their manual:

- Averaging – proposals are submitted to the contract analyst and distributed to an evaluator, and their evaluation is based on regulations. The scores are then delivered to the contract analyst, and the scores result in a final recommendation.
- Consensus Scoring – in the manual, it's considered to be the superior method, and Mr. Tindall confirmed that impression by stating that he thinks it's a more accurate method of evaluation. The evaluators look at the proposals for a contract, and they make notes on each proposal. It's an individual way of scoring so the relative merits of each proposal can be viewed. The evaluators present their remarks at a meeting conducted by the contracting officer (who is not a voting member) and they discuss their findings. During the meeting notes are made with the evaluators discussing the relative merits of each of the proposals discussed, and they come to a consensus as to the ranking of the proposals. This is how the determination is made on a proposal.

There are two sets of documentation associated with consensus scoring: (1), an official recommendation the evaluators are asked to sign to represent their final opinion for the acceptance on the proposal; and (2), the worksheets compiled during the initial process of evaluating the proposals.

Consensus scoring has been used by the County since 1984. Consensus scoring is not about shredding documents. The shredding of documents began in 2003, when it was decided to discard worksheets in favor of documents that reflected discussions at the meeting and the resulting final scores. ISD shreds documents because they feel they are no longer relevant, although Mr. Tindall disclosed he doesn't support that procedure.

ISD is working with County Counsel to generate a change in the guidelines that will revise the retention period of records. ISD didn't set the policy on records retention, but they can set guidelines.

Lori Glasgow inquired what the evaluators use when they writes their notes on each proposal. Do they use a notebook, or are there forms they fill out? Mr. Tindall said they have worksheets but the final evaluation appears on a form. Louisa Ollague proposed computerized notes taken from hand-written sources.

There is still room for averaging as an option. Joel Sappell asked what are the advantages of averaging and what are the disadvantages of consensus scoring? Mr. Tindall responded by saying that in averaging everything is retained, however, in averaging every evaluator may have a different point score for the proposal, and there's no meeting for discussion, either. Details can get overlooked if there is no exchange in notes between evaluators. Maria Oms added that proposals are discussed in averaging only if there are major variances in the evaluators' scores. There is no downside to consensus scoring that Mr. Tindall can see.

Louisa Ollague asked if a board motion should be made recommending consensus scoring with the order not to discard documents. Jim Schneiderman advised that it wouldn't be necessary; however, ISD should inform the County departments not to discard their documents pending resolution. Chair Pinedo advised that guidelines should be set using non-reprimanding language so that the Departments aren't made to feel reprimanded for document disposal.

On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.

Hub Cities Consortium Contract Review – A Community and Senior Services Workforce Investment Act Program Provider – Fiscal Year 2006-07 (10/28/08): Chair Pinedo disclosed that he was the 2nd District's appointee to the Board of Directors for Hub Cities Consortium, so he abstained from any action. **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report. Chair Pinedo abstained on the vote due to his previous appointment to Hub Cities Board of Directors.**

Palms Residential Care Facility Contract Review – A Department of Public Health HIV/AIDS Prevention and Care Service Provider (11/03/08): The Audit Committee has been in contact with County Counsel about the number of contracts they have. Don Chadwick added that several Departments have fixed-fee contracts, so it's not an issue that's just exclusive to Public Health. Palms Residential Care Facility funds were County funds, and they need to repay them to the County. He can check with County Counsel to see if there is a way they can recover their money with a fixed-fee contract. Maria Oms added that even though the contract is fixed-fee there is wording that says that the County can recover their costs, if need be. Don Chadwick reported that a reimbursement of \$128,000 was owed by Palms and they paid about \$75,000 back. The Auditor-Controller has worked with County Counsel on funds recovery, and after analyzing the contract has informed the Auditor-Controller that it would be very difficult to recover the funds.

On motion of Louisa Ollague, seconded by Lori Glasgow, the Committee received and filed this report. Chair Pinedo abstained on the vote due to his previous appointment to Hub Cities Board of Directors.

City of Pasadena – Foothill Workforce Investment Board Contract Review – A Community and Senior Services Workforce Investment Act Program Provider – Fiscal Year 2007-08 (11/03/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Emergency Management Planning Policy For Unincorporated Area Communities (11/06/08): Lori Glasgow said the only area the policy it affects is Topanga Canyon, so she would like to see a report on the status of developing emergency management plans for the rest of the County. She would like to have the representative from the CEO's office come to the next meeting to discuss emergency management for the rest of the County.

On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.

Review of Board Policy No. 3.050 – Identification Cards (11/07/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.**

Review of Board Policy No. 4.030 – Budget Policies and Priorities (11/07/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.**

Children and Family Services Reports

Childhelp Inc. Foster Family Agency Contract Review – A Department of Children and Family Services Provider (10/08/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and**

unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.

United Care Inc. Foster Family Agency - A Department of Children and Family Services Provider (10/08/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Aviva Center – Aviva Main Campus and Aviva Graduate House Group Homes (10/09/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Status Report on Co-Monitoring of Group Home and Foster Family Agency Contractors (10/09/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Ninos Latinos Unidos Foster Homes, Inc. Foster Family Agency Contract Review - A Department of Children and Family Services Provider (10/09/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Group Home Program Monitoring Report – Hillside Home for Children, Inc. – Main Campus, On-Campus Satellite, Boys Satellite and Girls Satellite Group Homes (10/14/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Five Acres The Boys' and Girls' Aid Society of Los Angeles County Contract Review – A Department of Children and Family Services Wraparound Approach Services Provider (10/15/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Fiscal Review of Gay and Lesbian Adolescent Social Services – A Group Home Foster Care Contractor (11/03/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Fiscal Review of Touch A Life Foundation – A Group Home Foster Care Contractor (11/03/08): **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.**

Fiscal Review of New Concept Group Home – A Group Home Foster Care Contractor (11/03/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

Children's Group Home Ombudsman's Hotline Status Report – July 1 Through September 30, 2008 (11/06/08): **On motion of Louisa Ollague, seconded by Lori Glasgow, and unanimously carried, the Committee received and filed this report.**

PUBLIC COMMENT

Wendy Watanabe, Auditor-Controller, on behalf of her office and the Department, presented departing Committee Chair Gerardo Pinedo with a gift card and other presents. She wished Mr. Pinedo good luck with his new appointment at Department of Health Services and thanked him for his valuable help with the Committee, as well as his support for all the Departments.

Mr. Pinedo said that it was a privilege serving Supervisor Burke for ten years. Working with the Auditor-Controller was a great learning experience, because it has helped him see County operations from another perspective, as far as dealing with other agencies. He will miss everyone and thanked everyone for their friendship and knowledge.

OTHER BUSINESS (Continued)

DCFS/A-C Joint Monitoring Pilot Project Status: **On motion of Louisa Ollague, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.**

2008-2009 Audit Plan (Discussion Item): **On motion of Carl Gallucci, seconded by Lori Glasgow and unanimously carried, the Committee approved continuing this item to its December 18, 2008, Audit Committee meeting.**

2009-2010 Audit Budget (Discussion Item): Jim Schneiderman informed the Committee that Los Angeles County is the only County that pays for audits of its own Departments. Unfortunately, when the Auditor-Controller met with CEO representatives he was told that staff will have to be cut as part of the 2009-2010 Audit Budget. 80% of Audits and 90% of Contract Monitoring are funded through other Departments, and since Departments have been advised to scale down their Budget Requests audits and contract monitoring may be considered non-essential. When this happened in the past the CEO has advised the Departments to not cut their Intrafund Transfer (IFT).

Don Chadwick reported that reduced funding will create greater risks in Risk Assessment. DPSS will be cutting back their IFT budget. Maria Oms added that they have heard from Public Health, DHS, Treasurer-Tax Collector, and DPSS so they see a much bigger problem occurring. Louisa Ollague added that due to the financial climate the focus should be on fiscal audits rather than on program audits. Don Chadwick said that his Department has migrated from program to fiscal audits a year and a half ago. The only programs that are being audited are Group Homes, Foster Family Agencies and some Mental Health services.

Status of the Countywide Contract Monitoring System (CCMS) (Discussion by Auditor-Controller): Glenn Shaw, Office of the Auditor-Controller, reported the training manual has been completed and is up on the eCaps website. Spreadsheets have been given to the Departments for processing, which have all been completed. All contract reports are being migrated into eCaps because eCaps data, which is more current and reliable, is now being used in place of the CCMS database. The CCMS database is being phased out so the Departments don't have to use two systems to enter the same information. CCMS provided a notification to the Departments that contracts will be expired, whereas eCaps gives financial and budget information. The new contract reports should be ready by December.

The reports will be based on fiscal perspective rather than timing. The initial concept of CCMS was to notify the Departments that their contracts were going to expire and they need to go to the Board for an extension. Now, the Auditor-Controller is giving them a fiscal presentation of the status of their contracts, so there is summary type information and detailed information from a financial perspective. This report will resemble a bank balance, showing fiscal activity over a quarterly period, how much has been disbursed and the budget remaining.

Carl Gallucci suggested the creation of a separate column showing the date for the last RFP. Glenn Shaw responded by saying that contract details are shown on the current spreadsheet form. A list of enhancements should be drafted in late January, 2009. A few enhancements would include a list of contracts by vendor, vendors broken down by Supervisorial District, to name a few options.

Louisa Ollague recounted the city of Pomona's claims that they haven't received funding from Los Angeles County, but upon review via contract monitoring they received thousands of dollars in support. Wendy Watanabe responded by saying that County Department support by District can't be searched on the database just yet, but a zip code search can be done. The nature of the contracts cannot be identified by the Department, either. A lot of guesswork is done based on the vendor and the Department that contracts them. In effect, part of the enhancement will be all contracts will be pulled manually to see who the vendor has a contract with.

A clean-up of the database with contract numbers needs to be done, as there has been some confusion between purchase order numbers and contract numbers. However, rules and requirements won't change with the proposed standardized information fields in eCaps. If the Board has a question about a contract there will be a dashboard they click on for information. A budget of \$700,000 was funded into implementing the dashboard. It will provide a Countywide vendor and budget search and will be completely implemented by August, 2009.

A-C's Investigation Tracking System (Presentation by Auditor-Controller): Maria Oms informed that there were questions about expanding the current existing fraud hotline database to incorporate complaints that the Departments receive. Kris Kademian, Office of County Investigations (OCI), Auditor-Controller, reported that as a result from the Patrick Porch settlement issue several departments have held investigations, and the primary finding was "could this problem have been foreseen". The departments that conducted investigations on similar issues were The Department of Health Services, Office of Affirmative Action Compliance (OAAC), County Counsel, and the Department of Human Resources (DHR), and they had no knowledge of the other departments conducting them. The Board of Supervisors was not happy about the multiple investigations, so several meetings were conducted with the 1st District and Ellen Sandt of the CEO.

A visual aid was provided showing the Integration Tracking and Management System (ITMS) as the central hotline database (aka data repository) for any future investigations. The main agencies that will track these investigations will be DHR, OAAC, County Counsel, and Risk Management, and the OCI of the Auditor-Controller. They can log onto the User Panel and work their own cases directly and conduct both automated and manual searches of all other available data. A name could be keyed in and if there's a match it would raise a red flag. The data entered from the Departments will be linked and should eliminate any duplication of investigations. The database has been in operation for a few years but now it's being upgraded into Phase 3 with new components to enable the new linked data. Completion of implementation is expected for September – December 2009.

There are three IT initiatives that the Auditor-Controller is putting into their budget for the coming year; the dashboard is one of them, and this is another one. The ITMS would warrant \$350,000 in funding for database integration upgrades. Chair Gallucci requested to be notified if the budget request has problems. Mr. Kademian noted the administrative component is contingent upon the Departments using the database, so he suggested a memo should be sent informing the Departments of the new database upgrade. Chair Gallucci added that training to staff on the database comparable to eCaps training would be helpful. Mr. Kademian said there are already thirty Departments who have been trained on this database with access to their own cases, but there will be trainings for the upgrade. Chair Gallucci requested an update on ITMS in January 2009.

REORGANIZATION OF AUDIT COMMITTEE

Lori Glasgow made a motion to appoint Carl Gallucci as Chair of the Audit Committee and Louisa Ollague as Vice Chair of the Audit Committee. It was seconded by Lisa Mandel and was unanimously carried.

MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON THE AGENDA OF A FUTURE MEETING)

There were none.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 12:17 p.m.